



ARIZONA SUPREME COURT  
Legal Document Preparer Program

REQUEST FOR  
**BUSINESS ENTITY EXEMPTION**

This document can be made available in large format or on audio tape upon request. Please contact the Legal Document Preparer Program at (602) 452-3108 or (602) 452-3545 (TDD).

1. Your application must be typed or printed in ink.
2. If any section of this exemption request does not apply, please indicate by "N/A".
3. Our exemption request must signed and notarized on page 2 by the Designated Principal identified on the business entity application.

**SECTION I: APPLICANT INFORMATION**

Organization Legal Name:	
List any assumed or trade names:	
Business Address:	
(Street Address)	(City) (State) (Zip)
Business Telephone Number: ( )	Date business formed: (Month/Day/Year)
Check appropriate business organization: Corporation <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/>	

**SECTION II: BUSINESS ENTITY MEMBER(S) INFORMATION:** *Provide the following information for ALL of the Members, Partners, Managers, Officers, Directors, and Owners: (attach additional sheets if necessary)*

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:
Home Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
Home Telephone Number: ( )	

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:
Home Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
Home Telephone Number: ( )	

Legal Last Name, Full First Name, Full Middle Name:	Corporate Title/Position:
Home Address - Physical Street Address (may not be a P.O. box):	
(Street Address)	(City) (State) (Zip)
Home Telephone Number: ( )	

### SECTION III: EXEMPTION AGREEMENT AND ACKNOWLEDGMENT:

I, \_\_\_\_\_, the designated principal pursuant to Judicial Administration Code §7-208 (F) (6) agree to ensure that:

- a) **I will file**, with this exemption request, a list of ALL members, partners, managers, officers, directors, and owners of the business entity.
- b) **I will file, in writing**, to the Program Coordinator a notice of any changes in members, partners, managers, officers, directors, and owners of the business entity within **30 days** of any change. I understand that changes in the structure of the organization may require future application for business certification.
- c) **I will NOT supervise** trainees, as defined by §7-208 (F)(5) working for the business entity. Business entity exemption eliminates opportunity to engage trainees.
- d) **I will NOT employ or supervise** any certified legal documents preparers. Prior to employing any certified legal document preparer, I will notify the LDP Program of the change in the change and remit the previously exempted application fee.
- e) **I understand** receiving business entity exemption status must be authorized by the Board of Legal Document Preparers. No request for exemption will be processed without a complete (including the fee) business entity initial certification application having been submitted.
- f) **I understand** the business entity application will be refunded if and after the Board of Legal Document Preparers approves the exemption request.
- g) **I will represent** the business entity in any proceeding under this code section.

\_\_\_\_\_  
Signature of Designated Principal

### Single Acknowledgment

THE STATE OF ARIZONA, COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes expressed, and affirmed that the facts detailed are true.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Arizona

\_\_\_\_\_  
Notary's Name Printed

\_\_\_\_\_  
My Commission Expires